

*Western Plains Institute, in association with SkillPath, Inc., invites you to attend a special one-day workshop...*



## **MANAGING MULTIPLE PROJECTS, OBJECTIVES AND DEADLINES**

*Learn how to get and keep control of concurrent projects,  
competing priorities and critical deadlines*

**• MONDAY, MARCH 30, 1992 •**

### ***Master valuable new skills that will serve you forever!***

- ✓ How to reap the benefits of better planning
- ✓ How to stay on top of multiple projects and demanding deadlines
- ✓ How to get organized and stay that way
- ✓ Why deadlines get missed and how to make sure they won't be
- ✓ How to make sure your real "top priorities" don't get lost in the shuffle
- ✓ How to maintain a high level of personal motivation when the pressure is on
- ✓ How to overcome the most common barriers to personal productivity
- ✓ Plus dozens of ways you can be more powerfully productive every single day

*See inside for complete details about  
this fascinating day of learning*

### ***Upcoming Western Plains Institute Seminars and workshops***

**Understanding People,  
Solving People Problems,  
Managing Difficult Situations**  
March 18 & 19, 1992

**Management & Motivation—  
Making Things Happen**  
April 21, 1992

**Increasing Selling**  
April 22, 1992

**Grammar Usage and  
Business Writing Skills**  
April 30 & May 1, 1992

*For more information, call WPI, (316) 227-9247*



**To enroll call toll-free  
1-800-742-9519  
or  
(316) 227-9247**





# WE'LL SHOW YOU HOW TO SURVIVE—AND THRIVE— IN A HIGH-DEMAND JOB

Is this your situation? You're constantly faced with too many deadlines and too many projects, all of which have top priority. Then, just when you think things are going smoothly, a crisis erupts, priorities change and the scramble is on.

In the midst of this hectic activity, your daily work must go on. You have to return phone calls, handle mail, attend meetings, prepare reports and schedules...plus take care of all the other expected and unexpected interruptions that are part of your daily routine.

If any of this sounds familiar, then this one-day workshop was designed for you...the busy manager, supervisor or administrative person who juggles deadlines, projects and multiple demands...the person with no time to waste!

We've combined everything you need to know about multiplying the results you get from every single day. You'll gain vital new insights into how to maximize your on-the-job effectiveness.

Best of all, we're bringing this special workshop to a location near you at a nominal cost. Don't miss this opportunity to become more personally and professionally productive than ever before.

## YOU'LL GAIN POWERFUL NEW SKILLS THAT YOU CAN PUT TO WORK RIGHT AWAY:

### 1. How to handle multiple priorities

How to set deadlines in a way that wins agreement and get commitment (yours and theirs)... how to evaluate priorities each day to make sure the true top priorities get handled.

### 2. How to identify and cut time-wasting activities

Creating an efficient work environment... recognizing hidden time-wasters... eight ways to save time that nearly everyone overlooks.

### 3. How to organize for efficiency

How to make good organization a habit... taming the "paperwork tiger"... systematizing your desk for desktop success.

### 4. How to handle the pressure of juggling people, paper and priorities

How to recognize and handle "no-win" situations... how to channel your stress into energy... how to keep your perspective... how to maintain your enthusiasm and positive attitude.

### 5. How to work with people when the heat's on

How to build and keep positive relationships... how to avoid appearing defensive... how others can help you establish balance... how to tactfully manage people who interrupt you... how to communicate clearly.

### 6. How to keep quality high while productivity goes up

Avoiding the pitfall of perfectionism... how to turn deadlines into tools instead of traps... how delegating responsibilities multiplies your effectiveness.

## NEED ONE MORE REASON TO CHOOSE THIS SKILLPATH SEMINAR?

Our guarantee. It's simple. If you're not happy, we're not happy. If you're not absolutely delighted with the value and benefits to be gained from this workshop, we'll refund your tuition in full or arrange for you to attend another SkillPath seminar without paying another penny.

To Enroll Call:  
Toll-Free in Kansas: 1-800-742-9519  
or (316) 227-9247

## A Special Message from SkillPath's President. . .

Dear Professional,

It's a fact of business life. Every day we're judged by our ability to manage projects, priorities and deadlines. Our organization's success (and our own career success) depends, to a great degree, upon our skill in getting the right things done - on time and with the desired result.

That's the focus of this valuable day of learning - to bring you proven techniques, guidelines and strategies for staying on top of even the most demanding schedule of competing priorities and multiple projects.

You'll learn how to apply the methods professional project managers use to keep track of multi-million-dollar projects. We'll show you how to build a deadline "safety net" to make sure no critical deadlines ever slip by again, and how good planning can help you avoid the "no-win" situation of trying to meet unrealistic deadlines.

Here's just a sample of what you'll learn in this information-packed day of training:

- How to maintain - even improve work quality while increasing work volume
- What you can do to create a more productive work environment
- How to avoid the four most common reasons your projects get bogged down
- How to work with multiple bosses
- How to make sure your top priorities line up with your boss's top priorities
- How to overcome the reluctance to plan
- Recognizing when planning really is a waste of time
- How to ask for additional help and resources when you need them
- How to use simple, real-world tactics for coping with the stress of a high-demand job

Plus dozens of other tips, techniques and strategies for getting more accomplished faster...and with better results than ever before.

Just one day of your time and one low enrollment fee. That's all it takes to benefit forever from the valuable insights and new skills this powerful seminar has to offer. Don't miss this opportunity to attend.

Sincerely,



Jerry E. Brown  
President  
SkillPath, Inc.

P.S. Your investment of just one day and \$79 will pay you dividends for years to come in increased personal and professional effectiveness. Reserve your place today by calling (316) 227-9247, or by mailing in the enrollment form on page seven.



# One day and \$79—that's all it takes to gain the skills you

## THE BEST REASON OF ALL TO ATTEND

Your trainer, Reich Gardner, M.B.A.

Reich Gardner's Seminars are full of practical, "how-to Ideas Based upon his years of experience as a trainer, consultant and specialist in getting things done. His professional, informative training style has made him a much sought-after speaker on the national level.

## What others say about SkillPath workshops...

“What an “upbeat” seminar - kept me on the edge of my seat all day!

— Janet Boeder, Budget & Accounting Analyst  
USDA Forest Service

Excellent information for anyone managing anything (be it projects, priorities, deadlines, people or machine). Six hours of needed foundation for anyone trying to accomplish something.

— Gene Tierney, Sanitation Supervisor  
Kraft/General Foods

In my opinion the seminar was par excellent; it was informative and inspirational. Best Seminar leader I have ever heard.

— Maurice M. Harris, Sr.  
Bayview Baptist Church

Extremely helpful and well presented material. Very contemporary and relevant. One of the best I've attended.

— Jan Reese, Personnel Supervisor  
Carpenter Technology

Excellent speaker - great credentials. He held my interest at all times

— Judith La Frano, Construction Manager  
Pactel Cellular

# WORKSHOP OUTLINE:

## 1. GAINING CONTROL OF YOUR WORKDAY

- How to be a great “executive” regardless of your current title or position
- 5 steps for improving your personal effectiveness that can have a dramatic positive impact on all parts of your life
- How to turn chaos into momentum when everything happens at once
- How to eliminate the BIG THREE productivity killers: procrastination, poor planning and personal disorganization
- 4 discouraging words to eliminate from your vocabulary
- How to increase your personal productivity by making simple changes in your work area
- Deadlines: How to identify the real from the phony
- 9 reinforcement techniques that positively reward the efforts of others
- Scheduling guidelines that work

## 2. HANDLING COMPETING PRIORITIES

- A 6-step ACTION plan for turning priorities into attainable, measurable goals
- 8 foolproof principles for effectively managing competing priorities without sacrificing quality
- The 10 “golden rules” of time management
- 5 elements of positive self-regard that make you more successful in handling people and projects
- 3 proven methods for keeping interruptions from sabotaging your productivity
- What you should delegate and what you should do yourself

## 3. GETTING ORGANIZED

- How to use the “divide and conquer” strategy of organization
- 7 strategies for taking control of paperwork and phone calls
- A 9-point checklist for how to delegate successfully
- 6 tips used by top executives for writing better organized memos and letters

# need to handle multiple projects, objectives and deadlines

- How to get the most from your piece of “desktop real estate”
- 4 simple secrets for handling your mail efficiently
- How you can enlist the help of others to stay organized

## 4. PLANNING: AN AUTOMATIC WAY TO INCREASE YOUR PRODUCTIVITY

- The first 3 questions to ask when sorting priorities and setting deadlines
- Parkinson’s Law: How to apply it to cut the time required for any project
- 7 tried-and-true telephone techniques that make you more efficient
- Time wasters: How to identify and eliminate them from your day
- The rule of thumb for determining how much time to allow for planning
- When planning really is a waste of time
- 6 remedies for “hurry sickness”

## 5. MANAGING PEOPLE (EVEN THE BOSS) FOR GREATER RESULTS

- 6 recommendations for coping with those who slow you down
- Tips on how to help others be more productive
- How to dramatically increase your value to your boss and your organization (and be recognized for it)
- The secret of master diplomats - How and when to say “no”
- 9 tips for winning recognition and support from your boss
- Why “excellence” and “perfection” aren’t synonymous
- A simple test for identifying your management style and recognizing its effect on employees, co-workers, even your boss
- How to handle the challenge of working for more than one boss

## 6. CONTROLLING STRESS

- Why it’s more harmful to avoid stress than to deal with it head-on
- Take the test: How vulnerable are you to the negative effects of stress?
- How to make stress your ally in a highly demanding job
- 12 specific actions you can take to control stress and avoid burnout
- How to avoid appearing uptight and defensive by “freezing” your behavior

- Dr. Hans Selye’s prescription for enjoying a productive life
- Type A or Type B: Working smarter by taking into account your preferred style

## 7. PUTTING IT ALL TOGETHER

- How to organize what you’ve learned into your own Action Plan for handling multiple projects, objectives and deadlines

## PROGRAM AGENDA

- |   |   |
|---|---|
| • 8:15 a.m. - 9:00 a.m.<br>Register and collect materials | • 11:45 a.m. - 1:00 p.m.<br>Lunch on your own |
| • 9:00 a.m. - 11:45 a.m.<br>Workshop session              | • 1:00 p.m. - 4:00 p.m.<br>Workshop session   |

## Seminar Materials

And you won’t go home empty-handed. You’ll leave this workshop with a Certificate of Completion, a soundly researched, unabridged workbook; and step-by-step guidelines for using the information you’ve just learned.

## About SkillPath Seminars

SkillPath, Inc. is the nation’s fastest-growing management training organization. We train thousands of career-directed, achievement-oriented professionals like you each month. Our participants are from organizations of all sizes and all types - government, business, health care, education and the military. Our team of managers, trainers and staff is the most experienced group of training professionals providing public seminars and workshops today. It’s no wonder that when smart managers are looking for quality training at a fair price, they choose SkillPath.

## SkillPath is The Smart Choice

## ENROLL BY PHONE:

1-800-742-9519  
or  
(316) 227-9247

BY MAIL: Send your completed enrollment form to:  
Western Plains Institute  
P.O. Box 518  
Dodge City, KS 67801



## ON-SITE SEMINARS, CONSULTING AND KEYNOTE SPEAKING

It's simple. Our people can make your people better. After all, we're America's top trainers and management consultants. We can customize any of our programs and bring our trainer right to your company's door. We also provide a full range of in-house consulting services, and our trainers are always delighted to add sparkle to your next corporate or association meeting with a stimulating keynote speech designed to meet your specific needs. For more information regarding all our on-site services, call Gail Jones, at 1-800-873-7545. Whether you have 3 or 300 people to train, SkillPath is the answer.

SkillPath's continuing support... We don't just stand behind our seminars, we stand behind you. If, after attending the seminar, you're faced with a personal productivity problem and don't know where to turn - try us. Just send a brief description of your particular problem or question and one of our specialists will promptly respond. Where else can you find that kind of support? Nowhere but with SkillPath.

## IMPORTANT INFORMATION

**Our registration table opens at 8:15 a.m.** When you arrive at Dodge City Community College, please go to the Student Union Santa Fe Room. Our registrars will meet you, assist you with your registration, hand you your seminar materials and direct you toward your seat. You'll also want to take the opportunity to meet other professionals from your local area. Introduce yourself! You may meet a new friend. Plan to be registered and ready to go by 8:50 a.m.

**We begin at 9:00 a.m. on the dot and wrap up at 4:00 p.m.** Lunch is on your own from 11:45 a.m. to 1:00 p.m. Why not invite another participant to dine with you? You can share information, review the morning and make the day even more enjoyable.

**Tape recording.** Our programs—both what you see and what you hear—are fully copyrighted by SkillPath, Inc. No audio recording or videotaping, please.

## STILL HAVEN'T PICKED UP THE PHONE?

Five More Good Reasons Why You Will Want To Attend This Program...

1. Our trainers are the best...period. We choose only the pros who have a proven track record of training effectiveness, professionalism and expertise. And what's more, they're exciting communicators who'll provide you with one of the most interesting days you've ever spent.
2. We give you only the most important important information. There's a lot of information out there and it could take you years to gather it on your own. In six short hours, we'll give you what we believe is the best, most important information to help you be the best you can be.
3. Practicality is emphasized. You will leave this seminar with specifics you can apply immediately. We promise you'll get results on your very next day back at work.
4. The value is unbeatable. Not only is our enrollment fee among the lowest you'll find, when four or more enroll from the same organization, you'll enjoy a significant discount.
5. Our guarantee is unconditional, straightforward and the very best in the industry. How can we be so confident? Because we work hard before the seminar to make sure you're happy after the seminar. Pertinent, up-to-date information you can really use, a convenient meeting location, seminar registrars who are courteous and helpful and a trainer who grabs your attention and takes you on an exciting journey full of fun and facts. We believe you'll love every minute of it. Thousands of satisfied participants from around the country are sold on SkillPath seminars. Why not join them?

# "We Guarantee Results"

# REGISTRATION INFORMATION

## Fees:

**\$79** per person when registered **before March 20, 1992;**

**\$69** per person when registering **four or more persons before March 20, 1992;**

**\$89** per person when registered **after March 20, 1992;**

**\$99** per person when registered **the day of the workshop.**

## Cancellation:

We understand that circumstances arise that require you to cancel. If you cancel your registration up to five business days before the workshop, your registration fee will be refunded less a \$10 enrollment charge. If your cancellation is received within less than five business days, you may send a substitute or receive a credit memo for another workshop of equal value.

## Tax Deduction:

The expense of continuing education when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

## Workshop Location:

This workshop will be held in the Santa Fe Room, in the Dodge City Community College Student Union. The Santa Fe Room is located at the north end of the upper level of the Student Union building.

## For More Information:

Contact Harold Marconnette at the Western Plains Institute, P.O. Box 518, Dodge City, Kansas 67801. Phone (316) 225-9247

- ☐ **YES! I want to attend Managing Multiple Projects, Objectives and Deadlines.** Please reserve a place for me and the following participants at the March 30th workshop.

### Names of attendees:

1. Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_

2. Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_

3. Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_

4. Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_

5. Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_  
(Please list additional registrations on a separate sheet and attach.)

Approving Supervisor \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

**Seminar Date: Monday, March 30, 1992**

### Registration Fees:

- ☐ **\$79—Register before March 20, 1992**  
☐ **\$69—Four or more, register before March 20, 1992**  
☐ **\$89—Register after March 20, 1992**  
☐ **\$99—Register day of workshop**

☐ Check payable to **Western Plains Institute**

☐ Charge to the following: ☐ Visa ☐ Mastercard  
Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

☐ Bill my organization:

Attn: \_\_\_\_\_  
(Note: Full registration fee due and payable prior to start of workshop.)

☐ Purchase order is attached (government, educational and health care organizations only)

**Please send this form and payment to:**

Western Plains Institute  
P.O. Box 518  
Dodge City, KS 67801

**Or call: 1-800-742-9519 or (316) 227-9247**